



HR SICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-5 TO HR SICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL
(PPPM)

Purpose This notice publishes changes to HR SICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

Action Addressees shall enter page changes as indicated in the Procedure section of this Notice.

Summary The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

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*NON-STANDARD DISTRIBUTION: See page 6

Changes

Chapter 1, Pages 1-7 thru 1-8; Second class petty officers authorized “by direction” authority with certain restrictions to sign forms and worksheets and for designation as Payment Approving Officials to sign PMIS/JUMPS transactions. Specification required on CG HRSIC-7210 of PAO authority granted to second class petty officers.

Chapter 2, Page 2-A-2 thru 2-A-3; Changed the name of CG HRSIC-2000 from PCS Departing Worksheet to PCS Departing/Separation Worksheet. Step 4 of PCS Departing Checklist changed to reflect and include ALCOAST 049/00

Chapter 2, Pages 2-B-1; Changed page number of TDY Checklist.

Chapter 2, Pages 2-B-22 thru 2-B-23; Updated example of TQC message.

Chapter 3, Page 3-B-18; Added ALCOAST 049/00 to reference listing of Step 1.

Chapter 3, Page 3-B-19; Added CG HRSIC-2000 PCS Departing/Separation Worksheet and CG HRSIC-2003 PCS Entitlements Worksheet to Step 5.

Chapter 3, Page 3-B-20; Modified step 11 by removing cancelled form CG-5274 as part of Final Termination Briefing and updated reference.

Chapter 3, Page 3-B-23; Added note regarding availability of retirement forms on HRSIC Website.

Chapter 3, Page 3-B-26; Noted instance in which reservists may be involuntarily transferred to RET-2 status.

Chapter 3, Pages 3-C-2 thru 3-C-10; Assigned responsibility for SRB calculation to HRSIC (MAS) vice (SES).

Chapter 3, Page 3-C-3; Allowed Reservists to reenlist up to 90 days prior to expiration of enlistment vice 60 days. Entered note regarding PMIS Code replacement of Page 7 requirement as outlined in ALCOAST 049/00.

Chapter 5, Page 5-A-9; Reserve SGLI will be administratively terminated due to non-payment at the end of 5 months vice 2 months.

Chapter 5, Page 5-C-2; Changed distribution of CG-4170 to reflect distribution changes made in change 4 of this manual.

Chapter 5, Page 5-C-3 thru 5-C-4; Included pay base date and/or active duty base date discrepancies as a basis for requesting immediate adjustment to Statement of Creditable Service. Changed steps completed by unit and PERSRU.

Chapter 5, Page 5-C-5; Added E-mail to Unit PDIF transmission options.

Chapter 5, Pages 5-D-4 thru 5-D-5; Designated HRSIC (MAS) to screen requests to carry over 60 days LV and forwards eligible requests to COMDT (G-WPM-1).

Chapter 5, Page 5-D-11; Changed disposition of Mailing Address Change for retired members.

Chapter 6, Page 6-D-6; Modified language in the Rules for Reporting Drills.

Eliminated requirement for CO’s letter justifying untimely submission of drills over 90 days old.

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**Changes
(cont.)**

Chapter 6, Page 6-D-14; Eliminated requirement for CO's letter justifying untimely submission of drills over 90 days old.

Chapter 7, Pages 7-A-1 and 7-A-8; Added Funeral Duty Pay for Reservists as established in ALCOAST 244/99.

Chapter 7, Pages 7-C-1 thru 7-C-5; Established guidelines, rules, and procedures for Savings Deposit Program.

Chapter 8, Pages 8-B-4 thru 8-B-9; Updated State Tax Listing.

Chapter 10, Page 10-B-4; Changed reference numbers.

Enclosure (1), E-1-1 thru E-1-2; Updated list.

Enclosure (1), DD Form 2648; Revised by DOD November 1999.

Enclosure (1), CG HRSIC-1900; Added retired pay projection Website link.

Enclosure (1), CG HRSIC-2000; Changed various sections to reflect authorized entitlements for PCS transfer and Separations. Changed wording of POV Information section to reflect only one authorized POV shipment.

Enclosure (1), CG HRSIC-2001; Amended revision date of form.

Enclosure (1), CG HRSIC-2003; Removed block for "Current PDS". Removed reference to JFTR in DLA block. Amended block on Authorized Travel Time. Included sections for Alaskan Marine Highway System and OCONUS mileage.

Enclosure (1), CG HRSIC-2025; Added effective date of change in BAH status.

Enclosure (1), CG HRSIC-2045; Added "CO's recommendation signature" block for extension/reenlistment. Specified "Discharge/RELAD only" for selection of travel destination. Included block for vacating government quarters. Corrected order in which terminal leave is counted for retirements. Added note for retirements regarding input into SDA II of periods at processing point and permissive temporary duty dates.

Enclosure (1), CG HRSIC-2070; Amended revision date on form.

Enclosure (6); Updated to reflect current procedures as discussed in COMDTINST 1000.14B. Removed "Progressing" option from A&R-10.

Enclosure (7), Page E-7-1; Added "FOUO" to CASREP message example.

Enclosure (10), Pages E-10-5 and E-10-8; Added Physicians Assistant/Nurse Practitioner Insignia. Changed "Secretary's Award for Meritorious Achievement" to "silver" vice "gold".

Appendix A, Page A-1; Included information on availability of forms on HRSIC Website.

Appendix A, Page A-25; Added retired pay projection Website link to CG HRSIC-1900.

Appendix E; Changed various pages to reflect new travel policies. This is Change 1 to The Traveler's Guide to Successful Claims Processing.

Appendix F; Changed text to reflect current terminology.

Index, Pages I-1 thru I-7; Updated the Index pages.

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5. **Comments and Recommendations**: Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hrric.uscg.mil” or by returning the comment form on Enclosure (11) of this manual.

G. E. SENA

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ISC Kodiak	10
ISC Alameda	10
NOAA Units	03



HRSICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-4 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL
(PPPM)

Purpose	This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
Action	Addressees shall enter page changes as indicated in the Procedure section of this Notice.
Summary	The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

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*NON-STANDARD DISTRIBUTION: See page 6

Changes

Signature of Responsible Officer, Page 1-8Added E5's to list of members eligible to be designated at Payment Approving Officials (PAO) IAW COMDTINST M7210.1 (series), page 1-3.

Forms Referenced in this Manual, Page 1-1Removed Reserve Assignment Request and Orders, CG-5525, which has been replaced by the Assignment Data, CG-3698A.

Permanent Change of Station, Pages 2-A-1 thru 2-A-1Updated the procedures before a PCS transfer.

Temporary Additional Duty, Pages 2-2Rewrite of entire section to reflect current procedures established by HRSIC (travel) business line.

Active Duty For Training, Pages 2-C-1 thru 2-C-1Update the ADT process for reserve members, amendments and preparation for Annual Screening Questionnaire.

Recalled Retired Members, Pages 3-A-3 thru 3-A-3Clarified the payment procedures for retired members recalled to duty.

Separations Process, Pages 3-B-1 thru 3-B-28Updated the separation process. Corrected submission time of pre-discharge interviews to 6 months. Corrected submission time of Assignment Data form to six months prior to separation.

Immediate Enlistment in the CG Reserve Upon Discharge, Page 3-3Removed references to form CG-5525 which has been replaced by the Assignment Data Form, CG-3698A.

Training and Educational Accomplishments, Page 4-C-3
Removed "Reserve Information Worksheet" as prescribed form for reporting reserve educational accomplishments due to previous cancellation of form in change 3 to 3PM. Added "Record Of Professional Development, CG-4082 as an optional form for reporting accomplishments and entry in official record.

BAH/Dependency/Emergency Data and SGLI Validation (CG-4170A), Section 5-A; Removed references to recording SGLI dependents on CG-4170A, as this is no longer required. Updated 5-A-7 and 8 to reflect current policy for Reserve coverage under SGLI. Made corrections to signature and distribution requirements of the SGLV-8286 and CG-4170A.

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**Changes
(cont.)**

Family Member Dental Plan, Pages 5-B-4 and 5-B-5; Included reference to OCONUS coverage. Necessitates intent on the part of the member to remain on active duty. Stipulates active duty obligation for reservists enrolling in the program.

Transcript of Sea Service (TOSS), Page 5-C-8; Deleted Size and tonnage of each vessel and replaced with Shaft Horsepower.

Preparation of the DD Form 2 CG and DD Form 2, Page 5-D-8; Updated referenced location of Geneva Convention Categories.

Personnel Administration, Page 5-D-1; Updated disposition for Reporting Change in Mailing Address for reservists.

Permissive Travel Authorization, Page 5-D-16; Included note suggesting members on house hunting orders take certified copies of LES.

Annual Reserve Retirement Point Statement, Page 6-D-19 and 6-D-20; Changed office of responsibility from CST to SES for monthly and annual reserve retirement point statements.

Allotment Check-off List, Page 8-A-3; Allows member multiple allotments to the same payee with certain provisions.

State Tax Listing, Page 8-B-4 through 8-B-9; Added new chart giving World Wide Web addresses for obtaining tax info/documents. Added new phone numbers of state tax offices. Added note regarding Connecticut requirement for yearly certification of tax exemption.

Forms and Worksheets, Page E-1-1; Added new form, CG HRSIC-2003, PCS (JFTR, Chap 5) Entitlements Worksheet.

Preseparation Counseling Checklist, DD Form 2648; The form has been updated by the DOD.

PCS Departing Worksheet, CG HRSIC-2000, Enclosure (1); Updated the PCS departing Worksheet.

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**Changes
(cont.)**

Departing TDY or PCS/TEM DUINS TO “A” School Worksheet, CG HRSIC-2001, Enclosure (1) Revised description in the “Purpose” block.

PCS Entitlements Worksheet, CG HRSIC-2003 Introduction of new form for computing PCS entitlements IAW JFTR Chapter 5.

Dependency Worksheet, CG HRSIC-2020 Changed PAYMAN reference.

Career Development Worksheet, CG HRSIC 2030 Revised form to include chain of command approval for advancement to E-2, E-3 and E-4 and require Verifying (Admin) Official review and signature.

Allotment Worksheet, CG HRSIC-2040 Added Series “EE” to Allotment Code B and added Series “I” to Allotment Code G on reverse of form.

Bond Worksheet, CG HRSIC-2060 Revised form to include Series I Savings Bond Election Table.

TDY Travel Request/Authorization Worksheet, CG HRSIC 2070 Changed abbreviation TAD to TDY.

Block by Block Description of PDIF, Enclosure (5), Pages E-5-1 thru E-5-21 Rewrite of PDIF block by block description to match newly formatted PDIF form.

Training School Listing, Enclosure (8) Updated the PMIS Code and Course title listing. Added step/action table describing school code process.

Award Codes, Enclosure (10) pages 5 and 11 Adds Port Security Unit Insignia to list of award codes.

Appendix A, Retirement Package Replaced previous contents with “Your Guide in Retirement,” HRSICINST M1800.5 (series).

Appendix D, PDR System Adds page instructing members to place a copy of updated COMDTINST M1080.10E in this section.

Index, Pages I-1 thru I-5 Updated the Index pages.

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Procedure Remove and insert the following pages.

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Enclosure (1), CG HRSIC-2000	Enclosure (1), CG HRSIC-2000
Enclosure (1), CG HRSIC-2001	Enclosure (1), CG HRSIC-2001
	Enclosure (1), CG HRSIC-2003
Enclosure (1), CG HRSIC-2020	Enclosure (1), CG HRSIC-2020
Enclosure (1), CG HRSIC-2030	Enclosure (1), CG HRSIC-2030
Enclosure (1), CG HRSIC-2040	Enclosure (1), CG HRSIC-2040
Enclosure (1), CG HRSIC-2060	Enclosure (1), CG HRSIC-2060
Enclosure (1), CG HRSIC-2070	Enclosure (1), CG HRSIC-2070
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5. **Comments and Recommendations** Comments or recommendations may be submitted by E-mail to “PUBS/HRSIC” or by returning the comment form on Enclosure (11) of this manual.

R. J. WILLIAMSON

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MARSEC PERSRU	04
MSO Houston/Galveston PERSRU	07
Support Center E. City PERSRU	06
TISCOM Alexandria PERSRU	10
TRACEN Cape May	12
TRACEN Petaluma	45
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ISCKodiak	10
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NOAA Units	03



HRNICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-3 TO HRNICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

1. **Purpose.** This notice publishes changes to HRNICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
2. **Action.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
3. **Summary.** The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

PCS Transfer Process, pages 2-A-2 and 2-A-5: Updated stage 4 of the PCS transfer process to include the use of the new Departing TAD or PCS/TEMUINS To "A" School Worksheet (CG HRNIC-2001) if applicable. Added DEERS update requirement for address change upon PCS to PCS Reporting Checklist.

Purpose of TAD Order, page 2-B-2: Added a note to the Purpose of a TAD order to use the new Departing TAD or PCS/TEMUINS To "A" School Worksheet (CG HRNIC-2001) for members going TAD to class "A" School.

Active Duty For Training, section 2-C: Expanded "How to Process an ADT Order" section. Added "Amendments to ADT Orders" page. Removed ADT Checklist.

Transfer of Personnel, section 2-D: Added new section to chapter 2 entitled "Active Duty Other Than Training – ADOT." This section focuses on ADSW-AC (formerly TEMAC) procedures to follow in projecting costs, document ID's, Accounting Data and processing ADSW-AC orders.

Separation Processing, pages 3-B-5, 7, 20, and Enclosure 4: Added requirement for PERSRU to prepare DD-214, SDAII transactions and separation letter(s). Gave samples of letters in Enclosure (4).

Checklist for Separations, pages 3-B-18 through 3-B-19: Added ALCOAST 091/98 reference for predischarge interview action. Prescribed use of CG-3698A, Assignment Data to request assignment to a unit as a reservist following RELAD, vice using form CG-5525, Coast Guard Reserve Assignment Request and Orders which is discontinued.

E-mail Addresses, pages 3-B-5 through 3-B-12; 3-B-19; 8-A-5; 10-A-11 and Enclosure 11: Changes have been made to update HRNIC E-mail address (es), to SWSII format. SWSII users should also use these addresses but route via their designated center utilizing the world wide web.

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*NON-STANDARD DISTRIBUTION: See page 6

Separations, pages 3-B-1 through 3-B-27: Removed the words “Expedited Separations” from Topic Chart, item 4 on page 3-B-1. Removed Page 3-B-17, sample E-mail for disability retirement, and combined information with Exhibit 3-B-1. Increased submission time to 60 days vice 45 days for CG-HRSIC-2045, Career Intentions Worksheet. Added HRSIC (SES/HRSIC) to distribution on message request for cancellation of document numbers and accounting data.

Reserve Retirement Separations, pages 3-B-26 through 3-B-28: New section added to explain procedures for Reserve Retirements.

Checklist for Reenlistment or Extension, Page 3-C-4: Changed wording on When/Then table to clarify initial SRB installment payment period.

Servicemembers’ Group Life Insurance (SGLI), Pages 5-A-7 to 5-A-14: Added note to Reserve member’s coverage awaiting retired pay. Modified wording to emphasize importance of having a witness signature.

Family Member Dental Plan, Page 5-B-7: Added option to fax DD-2492-1. Updated mailing address and provided fax number.

Defense Enrollment Eligibility Reporting System (DEERS) Page 5-B-17 to 5-B-18: Added new requirement that members must update their residential address within 30 days of a move such as PCS or any other change in residence.

Annual Verification of CG-4170A, Page 5-C-2: Updated procedures on the annual verification of the CG-4170A. Units should use the member’s unit PDR copy of the CG-4170A for annual verification.

Requesting Statements of Creditable Service, Pages 5-C-3 to 5-C-4: Moved the last part of Stage 2 to the last part of Stage 1.

Security Clearances, Page 5-C-7: COMDTINST M5520.12A has replaced COMDTIST M5520.12. CG-5588 and SF-312 replaced CG-5274 as the forms to be attached to the Certificate of Clearance.

Leave Carried Over In Excess of 60 Days, Page 5-D-4: Added submission deadline date for letter requesting to carry over leave in excess of 60 days.

Reporting Change in Mailing Address, Page 5-D-11, 5-D-13: Removed form CG-HRSIC-2055 as an option for change in mailing address. Form is discontinued. Expanded “disposition” information and added PERSRU action to 5-D-11. Prescribed use of CG-3698A vice CG-HRSIC-2055 for requesting reserve reassignment.

Payment of Mobile Unit Personnel, Page 6-C-6 to 6-C-7: Added Pacific Area Fleet Training Group to the list of units eligible for continual CSEAPAY. Reworded the Subsistence Allowance paragraph to indicate that continual BAS or SEPRATS are authorized for Mobile Unit Personnel who are TAD aboard a government vessel.

Payment of Inactive Duty Reservists, section 6-D-1 through 6-D-20: Clarified IDT prerequisites. Expanded the IDT Process table to give more detailed instructions for each stage. Provided sample drill orders and amendments to orders. Clarified UAR procedures and provided a sample IDT Certification Sheet.

Change Income Tax Withholding Status for Puerto Rico, Page 8-B-7: If a member claims Puerto Rico as their state of legal residence and is assigned duty in the U.S., Federal income tax is withheld. If the member is assigned duty outside the U.S., Puerto Rico State income tax is withheld. This withholding agreement is effective 1 January 1998. Withholding for Puerto Rico State Tax begins 1 April 1998.

Continued on Next Page

Information about the W-2 Form and How To Request A Duplicate Or Corrected W-2 Form, Pages 8-B-12 through 8-B-14: Minor grammatical changes on 8-B-12 and 8-B-13. Page 8-B-14 changed to clarify information about block 15 on W-2 and procedures for requesting a replacement W-2 Form.

How to complete Enlisted Performance Evaluation Forms, Page 10-A-9, Step 7: Use of the “Progressing” and “Performance Qualifications Completed” ovals have been discontinued as per ALDIST 189/98.

Forms and Worksheets Enclosure (1):

- Updated the CG-HRSIC-1160, Centralized First Term Reenlistment Review (CFTRR) Application. Added reference line below the “No” box in block 12.
- Updated the CG HRSIC-2000, PCS Departing Worksheet, added JFTR References in the travel advances section on the reverse side and reworded the DLA section to clarify members’ entitlement to advances of DLA. Added “Caution” block in member section. Added “Member Initials” and statement of understanding in signature block section.
- Created CG HRSIC-2001, Departing TAD or PCS/TEM DUINS to “A” School Worksheet.
- Updated the CG-HRSIC-2020, Dependency Worksheet, by adding an * to the reverse side of form in the “Documentation to be submitted” column for adopted child and child placed for adoption.
- Updated the CG-HRSIC-2025, BAH/Housing Worksheet, Privacy Act Statement to include Authority and Disclosure statements.
- Updated CG HRSIC-2030, Career Development Worksheet, to allow room for signature under Command Approval block on bottom of page.
- Updated CG HRSIC-2045, Career Intentions Worksheet, as follows:
 - a. The Extension/Reenlistment Section reworded to show Effective Date Of Extension/Reenlistment vice Effective Date only and the reason for requesting an extension or reenlistment.
 - b. The Final Mailing Address section was reworded to state that the final mailing address is the location where the W-2 form will be sent the following year.
 - c. A block entitled “For Retirement Only” was added to record if member intends to utilize a retirement processing station, 10 days permissive temporary duty for retirement area familiarization and/or terminal leave, and dates for each.
 - b. The Command Approval block has been enlarged to allow for signature.
- Deleted CG HRSIC-2055, Reserve Information Worksheet. All functions on the form, with exception of transfer request, may be accomplished via E-mail, LES pen and ink correction submission or submission of course completion letters and transcripts. Transfer requests will be completed via CG-3698A, Assignment Data Form.
- Created CG HRSIC-2055A, Reserve Retirement Transfer Request. This optional form may be used by a reservist to request retirement vice using a letter request.
- Updated CG HRSIC-2070, Tad Travel Request/Authorization Worksheet. Added E, F, and G to page 2 in the PERSRU section of the worksheet.

Standard Separation Letters Enclosure (4): Updated members’ and spouses’ letters to add the eligibility to disenroll from SBP coverage between the members’ second and third retirement years. Created Letters for: Member Due Money, Member Owes Money, Info Regarding ACDU Separation Status, and RELAD.

School Codes Contents Enclosure (8): Added new school codes to the list.

State/Foreign Country Abbreviations Enclosure (9): Added Ukraine to the list of foreign countries.

Continued on Next Page

HRSICNOTE 1000

Award Codes Enclosure (10): Added new award, Army Professional.

Comment Form, Enclosure 11: Updated HRSIC (PRC) E-mail address on form.

Retirement Package, Appendix A: Removed punctuation from address to comply with postal standards. Changed Commandant (G-PMP) to (G-WPM) in Section V, paragraph 6 of form CG-HRSIC-4700.

Instructions for the DD-1172, Appendix B: Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, DOD Instruction 1000.13 dated 30 December 1992 is canceled and replaced with an updated version dated 5 December 1997.

Computation Of Service, Appendix C: Clarified computation of creditable sea service when leave is taken in conjunction with TAD from a career sea pay eligible vessel.

Index: Added Reserve Dental Plan and Reserve Retirements to index.

Continued on Next Page

4. **PROCEDURE.** Remove and insert the following pages:

Remove	Insert
Table of Contents Pages i-ii	Table of Contents Pages i-ii
Chapter 2, Page 2-1	Chapter 2, Page 2-1
Chapter 2-A, Pages 1-2	Chapter 2-A, Pages 1-2
Chapter 2-A, Pages 5-6	Chapter 2-A, Pages 5-6
Chapter 2-B, Pages 1-2	Chapter 2-B, Pages 1-2
Chapter 2-C, Pages 1-6	Chapter 2-C, Pages 1-6
	Chapter 2-D, Pages 1-7
Chapter 3-B, Pages 1-25	Chapter 3-B, Pages 1-27
Chapter 3-C, Pages 3-4	Chapter 3-C, Pages 3-4
Chapter 5-A, Pages 7-14	Chapter 5-A, Pages 7-14
Chapter 5-B, Pages 7-8	Chapter 5-B, Pages 7-8
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Chapter 5-C, Pages 7-8	Chapter 5-C, Pages 7-8
Chapter 5-D, Pages 3-4	Chapter 5-D, pages 3-4
Chapter 5-D, Pages 11-14	Chapter 5-D, Pages 11-14
Chapter 6-C, Pages 5-8	Chapter 6-C-, Pages 5-8
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Chapter 8-A, Page 5	Chapter 8-A, Page 5
Chapter 8-B, Pages 7-8	Chapter 8-B, Pages 7-8
Chapter 8-B, Pages 11-14	Chapter 8-B, Pages 11-14
Chapter 10-A, Pages 9-12	Chapter 10-A, Pages 9-12
Enclosure 1, Pages E-1-1 to E-1-2	Enclosure 1, Pages E-1-1 to E-1-2
Enclosure 1, CG HRSIC-1160	Enclosure 1, CG HRSIC-1160
Enclosure 1, CG HRSIC-2000	Enclosure 1, CG HRSIC-2000
	Enclosure 1, CG HRSIC-2001
Enclosure 1, CG HRSIC-2020	Enclosure 1, CG HRSIC-2020
Enclosure 1, CG HRSIC-2025	Enclosure 1, CG HRSIC-2025
Enclosure 1, CG HRSIC-2030	Enclosure 1, CG HRSIC-2030
Enclosure 1, CG HRSIC-2045	Enclosure 1, CG HRSIC-2045
Enclosure 1, CG HRSIC-2055	Enclosure 1, CG HRSIC-2055A
Enclosure 1, CG HRSIC-2070	Enclosure 1, CG HRSIC-2070
Enclosure 4, Pages E-4-1 to E-4-4	Enclosure 4, Pages E-4-1 to E-4-9
Enclosure 8	Enclosure 8
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Enclosure 11	Enclosure 11
Appendix A, Pages A-1 to A-2	Appendix A, Pages A-1 to A-2
Appendix A, Pages 13-14	Appendix A, Pages 13-14
Appendix B, Entire Appendix	Appendix B, Entire Appendix
Appendix C, Pages C-39-40 and C-49-50	Appendix C, Pages C-39-40 and C-49-50
Index, Pages I-5 to I-6	Index, Pages I-5 to I-6

Continued on Next Page

- 5. Comments and Recommendations :** Comments or recommendations may be submitted by E-mail to “PUBS/HRSIC” or by returning the comment form on Enclosure (11) of this manual.

R. J. WILLIAMSON

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PERSCOM (epm)	01
PERSCOM (opm)	01
PERSCOM (rpm)	01
RTC Yorktown	15
SUPRTCEN Elizabeth City	18
TISCOM	05



HRNICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-2 TO HRNICINST M1000.2A, PERSONNEL AND PAY PROCEDURES
MANUAL (PPPM)

1. **PURPOSE.** This notice publishes changes to HRNICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
3. **SUMMARY.** A side bar in the margin marks the significant changes. Significant changes are summarized as follows:
 - a. Changing of Basic Allowance for Quarters (BAQ) to Basic Allowance for Housing (BAH): Changes have been made throughout the manual to show BAH vice BAQ.
 - b. PCS Departing Checklist, Page 2-A-3: Updated references on the PCS Departing Checklist.
 - c. PCS Reporting Checklist, Page 2-A-5: Changed FSA Type 1 to FSH (Family Separation - Housing). Changed BAQ/VHA allowances to BAH allowance. Changed BAQ/VHA Housing Worksheet to BAH/Housing Worksheet.
 - d. Overseas Transfer Checklist, Page 2-A-6: Added a step to the Overseas Transfer Checklist that requires the PERSRU supervisor to verify and sign the "Command Checklist for Overseas Screening", Exhibit 4-H-2 of the PERSMAN.
 - e. Automatic Stops of Pay and Allowances, Pages 2-A-7 and 2-A-8: Added the new entitlement Partial BAS as an autostop on the day prior to the effective date of departure. Changed Partial BAQ to BAH Partial.

Continued on next page

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B	31	6	10	1	16	5		3	3	3	3	3	3	10	3	1		80	3	3	3	1	1	1	2	1
C	3	3		2	2	2	1		1		10	2	1	10		2	2	1		1		2	1	1	1	1
D		2	3	4		1	1	2	1		1	1	1	1		1	1	1	2		1	1	1	2	1	1
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NON-STANDARD DISTRIBUTION: See page 8

- f. How to prepare NATO Order Pages, 2-A-9 and 2-A-10: Removed the procedures on how to prepare a CENTO Order. These types of orders are no longer used.
- g. Preparation of TAD Order (CG-4251) Block 12, Page 2-B-13: Added a requirement for the remarks block of the TAD Order. The maximum per diem rate (lodging and M&IE) for where the member will be TAD must be included in the remarks block of the TAD orders (if the member is going to draw per diem).
- h. Accessions, Pages 3-A-1 through 3-A-5: Updated the procedures for accessions and added procedures for recalling RET-2 members.
- i. Immediate and Priority Separation Processing, Pages 3-B-5 through 3-B-8: Updated the procedures for immediate separations and priority separations.
- j. Expedited Separation E-Mail Message, Exhibit 3-B-1, Page 3-B-9: Changes have been made to Exhibit 3-B-1 to ensure that more detailed information is being sent on priority separation messages.
- k. Requesting a Document Number and Accounting Data for Separation Orders, Exhibit 3-B-2 Page 3-B-12: Changes have been made to Exhibit 3-B-2 to have PERSRUs submit cancellation of document numbers and accounting data messages to COMDT (G-WR-1) vice COMDT (G-WR-3). Also changed E-mail messages to E-mail (so there is no confusion as to if an e-mail should be sent or a message).
- l. Checklist for Reenlistment or Extension, Page 3-C-3: Added information that reserve members may reenlist up to 60 days prior to normal expiration of enlistment. Also updated the references on this checklist.
- m. Immediate Enlistment in the Coast Guard Reserve Upon Discharge from the Regular Coast Guard, Page 3-C-9: Updated the reference block on this page.
- n. Education and Qualifications, Page 4-C-12: When a member becomes qualified to wear the Company Commander Insignia, this qualification must be reported to the PERSRU for entry in PMIS/JUMPS. Procedures on how to report this to the PERSRU have been added to this section.
- o. BAH/Dependency/Emergency Data and SGLI Validation (CG-4170A), Pages 5-A-2 through 5-A-5: Changed the form name from BAQ/Dependency/Emergency Data and Validation (CG-4170A) to BAH/Dependency/Emergency Data and SGLI Validation (CG-4170A). Changed Servicemen's Group Life Insurance to Servicemembers' Group Life Insurance.
- p. Distribution of the CG-4170A, Page 5-A-6: The distribution for the CG-4170A has been changed. Originals are now sent to CGPC (adm-3) vice the PERSRU.
- q. Servicemembers' Group life Insurance, Pages 5-A-7 to 5-A-13: This section has been changed from Servicemen's Group Life Insurance to Servicemembers' Group Life Insurance. This section also has been changed significantly to show more detailed information about designation of SGLI.

Continued on next page

- r. Annual Verification of CG-4170A, Page 5-C-2: Updated procedures on the annual verification of CG-4170A.
- s. Requesting Statements of Creditable Service, Pages 5-C-3 and 5-C-4: This section has been changed significantly to show more detailed information on the procedures for requesting a statement of Creditable Service/Sea Service.
- t. Personnel Data Information File, Page 5-C-5: Added a note that if the units are not receiving PDIFs for their members, then they should contact their servicing PERSRU. The PERSRUs have the ability to send the PDIFs via e-mail (as an attachment) or by printing them off and sending them to the unit.
- u. Transcript of Sea Service (TOSS), Page 5-C-8: Updated the procedures for requesting a TOSS.
- v. Leave Authorization (CG-2519), Page 5-D-2: A Leave Authorization (CG-2519) is only required for sick leave in excess of 2 days.
- w. Leave Carried over in Excess of 60 Days, Pages 5-D-4 and 5-D-5: Added this section to show what needs to be done if a member or multiple members of a unit are authorized to carry more than 60 days leave into a new fiscal year.
- x. Correction/Changes of a Names, SSN, Date of Birth, or Minority Designator, Pages 5-D-17 and 5-D-18: Request for corrections or changes to names, SSN, date of birth, or minority designator are now forwarded to HRSIC (MAS).
- y. TRICARE Selected Reserve Dental program, Pages 5-D-19 and 5 -D-20: Added a section about the new TRICARE Selected Reserve Dental Program.
- z. Special Payments, Page 6-B-3: Added a note to this section that says a member will not be authorized a special payment by HRSIC for any type of bonuses (SRB, Enlistment Bonus, SELRES bonus).
- aa. Significant Pay Shortage Procedures, Pages 6-B-5 through 6-B-6: PERSRUs are required to send E-mail using the format in Exhibit 6-B-1 to MAS/HRSIC when requesting a special payment in pay shortage cases.
- bb. Advance payments, Pages 6-B-7 and 6-B-8: Changed the type of advances of BAQ/VHA to BAH. Also changed the type of advances of OHA interim Housing Allowance and BAQ to OHA Interim Housing Allowance and BAH Type II.
- cc. Offline Payments for Advance Payments, Pages 6-B-8 and 6-B-9: PERSRUs are required to send E-mail using the format in Exhibit 6-B-2 to MAS/HRSIC when requesting an offline payment for advance payments.
- dd. Death Gratuity Payments, Page 6-B-11: Updated the procedures on Death Gratuity payments.

Continued on next page

- ee. Deployed Unit Money list Message (DUMLUM), Page 6-C-3: HRSIC (MAS) issues DUMLUM approximately 3 days before each payday while cutter is deployed vice 5 days.
- ff. IDT Process, IDT Prerequisites, Drill Orders, Pages 6-D-2 through 6-D-4: Updated the reference block in these sections.
- gg. Waiver of Pension/Disability Compensation or Retired Pay, Page 6-D-12: Updated the reference block in this section.
- hh. Annual Reserve Retirement Point Statement, Pages 6-D-14 and 6-D-15: Added a section about the Annual Reserve Retirement Point Statement (CG-4175A).
- ii. Basic Allowance for Subsistence (BAS) – Enlisted, Page 7-B-2: Changed the old partial BAS to Pro-Rated BAS.
- jj. Family Separation Allowance, Pages 7-B-3 through 7-B-6: Updated procedures on how to report Family Separation Allowance.
- kk. Overseas Housing Allowance (OHA), Page 7-B-7: Changed BAQ to BAH Type II and FSA-Type I to Family Separation – Housing (FSH).
- ll. Information about the W-2 form and how to request a duplicate or corrected W-2 form, Pages 8-B-11 through 8-B-15: This section has been changed significantly to provide more detailed information about the W-2 form.
- mm. Request for Federal or State Tax Adjustments, Pages 8-B-16 and 8-B-17: Added this new section to provide the procedures for members requesting a Federal or State Tax Adjustment.
- nn. Collection of PMIS/JUMPS Overpayments, Pages 9-A-2 and 9-A-3: A Notice of Overpayment (NOP) letter will be provided by HRSIC (MAS) for each member with a debt of \$751.00 or more vice \$500.00 or more. If a member has an overpayment of less than \$150.00 then this pay will be taken during the current month if sufficient net pay exists. If member has an overpayment of \$150.00 to \$750.00 then this pay will be scheduled for automatic repayment at a rate not to exceed \$150.00 a month starting the next month.
- oo. Collection of Other Debts, Page 9-A-4: The procedures for collection of other debts has been updated.
- pp. Nonjudicial Punishment (NJP) Checklist, Page 10-B-2: Reports of NJP are now reported to COMDT (W-KS-5).
- qq. Courts-Martial Checklists, Page 10-B-3: Reports of courts-martials are now reported to COMDT (W-KS-5).
- rr. Reporting Civil Arrest or Conviction, Pages 10-B-13 and 10-B-14: Procedures on how to report a civil arrest or conviction have been updated.

Continued on next page

- ss. Forms and Worksheets Enclosure (1): All of the forms and worksheets in Enclosure (1) that had BAQ information on them have been changed to show BAH vice BAQ. The following changes have also occurred:
- The BAQ/VHA Housing Worksheet has been renamed to BAH/Housing Worksheet and the VHA information has been removed.
 - A block has been added to the PCS Departing Worksheet that requires the PERSRU supervisor to verify and sign if the member is going to PCS OUTCONUS.
 - A block has been added to the PCS Reporting Worksheet that ask the member if he/she is entitled to, and meets the requirements of, FSH.
 - A reminder for “Advancement Evaluations should be submitted on a member who is being advanced, when applicable” has been added to the Career Development Worksheet.
 - The Family Separation Allowance Worksheet has been changed. FSA Type I has been removed and the worksheet has been updated with the new terminology for FSA (i.e., FSA Type II has been changed to FSA-R, FSA-S, and FSA-T).
 - A block has been added to the TAD Travel Request/Authorization Worksheet that allows a funds-approving official to sign and date the worksheet, when applicable. Also, another block has been added to the worksheet that allows the unit to enter what the total cost of per diem is going to be.
- tt. PDIF Enclosure (5): A better description of all the blocks on the PDIF have been added to this section. Also a description of all the codes that may be used on the PDIF have been added to this section.
- uu. Award Codes Enclosure (10): Award code ‘CC’ has been added to this enclosure. It is the new Company Commander Insignia.
- vv. Retirement Package, Appendix A: The Reserve Component Retirement Pay Account Worksheet (CG HRSIC-4700/R) has been added to this section.
- ww. Instructions for the DD-1172 Appendix B, Page B-1: Updated information on the eligibility of Wards has been added to this section.
- xx. Computation of Service, Appendix C, Pages C-25 to C-33: Added examples on how to compute date of rank on members entering the service with prior service.
- yy. PDR System, Appendix D: Military Personnel Data Records (PDR) System, COMDTINST M1080.10C is cancelled and has been replaced by Military Personnel Data Records (PDR) system, COMDTINST M1080.10D.
- zz. Traveler’s Guide, Appendix E: The Traveler’s Guide has been updated with current travel claim procedures and HRSICINST 4600.1 (procedures for faxing travel claims) has been added to this section.
- aaa. You and Your LES, Appendix F, Pages F-4 and F-6: BAQ entitlement have been changed to BAH entitlements on block 25 of the LES. The new Partial BAS has been added as a common entitlement to the LES.

Continued on next page

4. **PROCEDURE.** Remove and insert the following pages:

Remove	Insert
Table of Contents Pages i-vii	Table of Contents Pages i-vii
1 Pages 11-12	1 Pages 11-12
2-A Pages 1-10	2-A Pages 1-10
2-B Pages 9-10	2-B Pages 9-10
2-B Pages 13-14	2-B Pages 13-14
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3-B Pages 5-12	3-B Pages 5-12
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Enclosure 1 CG HRSIC-2030	Enclosure 1 CG HRSIC-2030
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Enclosure 10 Pages E-10-7 to E-10-8	Enclosure 10 Pages E-10-7 to E-10-8
Enclosure 11	Enclosure 11
Appendix A	Appendix A

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Remove	Insert
Appendix B Page B-1	Appendix B Page B-1
Appendix C Computation of Service Page C-1	Appendix C Computation of Service Page C-1
Appendix C Pages C-25 to C-44	Appendix C Pages C-25 to C-51
Appendix D (PDR Instruction)	Appendix D (PDR Instruction)
Appendix E (Travel Guide)	Appendix E (Travel Guide and HRSICINST 4600.1)
Appendix F Pages F-3 to F-6	Appendix F Pages F-3 to F-6
Index Pages I-1 to I-6	Index Pages I-1 to I-6

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ISC St. Louis	18
MARSEC	04
MSO Houston-Galveston	10
NOAA	03
PERSCOM (epm)	01
PERSCOM (opm)	01
PERSCOM (rpm)	01
RTC Yorktown	15
SUPRTCEN Elizabeth City	18
TISCOM	05
TRACEN Cape May	10
TRACEN Cape May (Recruits)	15
TRACEN Petaluma	20



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U. S. Coast Guard
Human Resources Service &
Information Center

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HRSICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-1 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES
MANUAL (PPPM)

- 1. **PURPOSE.** This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
- 2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
- 3. **SUMMARY.** The initial distribution of HRSICINST M1000.2A was printed using an outdated version of COMDTINST 1000.14A (Enclosure 6). This change corrects this error.
- 4. **PROCEDURE.** Remove and insert the following pages:

Remove **Insert**
Enclosure 6.....Enclosure 6 (CH-1)

- 5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “PUBS/PPC” or by returning the comment form on Enclosure (15) of this manual.

R. J. WILLIAMSON

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B	31	6	10	1	16	5		3	3	3	3	3	3	10	3	1		80	3	3	3	1	1	1	2	1
C	3	3		2	2	2	1		1		10	2	1	10		2	2	1		1		2	1	1	1	1
D		2	3	4		1	1	2	1		1	1	1	1		1	1	1	2		1	1	1	2	1	1
E	1	*						1			1			1				1								
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NON-STANDARD DISTRIBUTION: See page 2

HRSICNOTE 1000

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